

THE OKEMOS PUBLIC SCHOOLS

Clean School Bus Assistance Project

LESSONS LEARNED

The Okemos Public Schools has been fortunate enough to receive two grants from the Environmental Protection Agency (EPA) to provide for cleaner school buses for our children. Here are the lessons learned in these projects:

1. Involve all the necessary stakeholders early and often.
2. A formal calendar of events and activities should be published and distributed.
3. Hire a trusted and experienced inspector to make certain that the units are installed- and installed correctly.
4. Enlist the support and cooperation of partners whenever possible.
5. Use your organization's established bidding and accounting procedures – be crystal clear in what you want. When possible, consider the local vendor.
6. Find a contact person in each organization who can help the project succeed.
7. Have an orientation/introduction/hands on seminar to kick off the project.
8. Stay organized and focused. We suggest maintaining a notebook of all correspondence, notes, reports, pictures and other information that will be useful. In other words, document everything, including project in-kind matches.
9. Get support from the top (your CEO). Keep him or her informed of the progress throughout the project.
10. Have fun with the project. You are doing good things for the community and building partnerships along the way.

